

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KANSAS  
TUESDAY, SEPTEMBER 2, 2014**

The Goddard City Council met in a Regular Session at Goddard City Hall on Tuesday, September 2, 2014 at 7:00 p.m. with Council President Joe Torske presiding. Councilmember Torske provided the invocation. Council members present were Larry Zimmerman, Clayton Applegate, Chris Hahn and Jamey Blubaugh. Mayor Gregory was absent.

Also present were: Brian Silcott, City Administrator; Teri Laymon, City Clerk; Kyler Ludwig, Assistant to City Administrator; Justin Givens, Community Development Director; Sam Houston, Police Chief; Tylor Struckman, Public Works Operations Manager; Matt Lawn, City Treasurer; and Harlan Foraker, City Engineer.

**APPROVAL OF THE AGENDA**

**MOTION:** Councilmember *Hahn* moved to approve the agenda. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

**CITIZENS' COMMENTS**

None

**CONSENT AGENDA**

The City Clerk submitted for approval, the minutes of the regular meeting dated August 18, 2014; minutes of a special meeting dated August 25, 2014; and two lists of accounts payable totaling \$1,516,958.44.

**MOTION:** Councilmember *Blubaugh* moved to approve the consent agenda as presented. Councilmember *Hahn* seconded the motion. The motion carried with Councilmember *Zimmerman* abstaining.

Councilmember Blubaugh stated he would like to see a breakdown of monthly expenditures on the City Purchase Card and on ACE Hardware statement.

**2014 WORK PLAN UPDATE**

Brian Silcott, City Administrator, submitted an update to the 2014 work plan that the Governing Body developed in a series of meetings earlier this year. The plan was adopted with the understanding that a plan evolves and that amendments would be made. Silcott stated the proposed plan includes additional items not previously on the original document. Silcott said it is anticipated that the amended work plan will be finalized at the September 15 regular meeting.

**COPIER REQUEST FOR PROPOSAL**

Brian Silcott stated the City purchased the current copy machine in August of 2009 and was under a 5-year maintenance agreement through OCE. The copier has printed more than 1,200 pages each business day on average.

Over the past year, there has been an increase in downtime for the machine, and repairs are becoming more frequent. Silcott said staff has put together a request for proposal (RFP) to receive bids on a new copy machine and separate folding machine. Silcott reviewed pertinent requirements included in the RFP. Silcott said with council approval, the bid would be sent out the week of 9/1/2014 with bids required back before 10/1/2014.

**MOTION:** Councilmember *Blubaugh* moved to authorize staff to send out the request for proposal. Councilmember *Zimmerman* seconded the motion. The motion carried with Councilmember *Hahn* abstaining.

### **PURCHASE OF CRIME SCENE CAMERA**

Sam Houston stated the police department frequently investigates crimes of property and crimes against persons that require photographic evidence and there are times that the use of specialized cameras is necessary. Houston stated the department needs a camera that has macro lenses for close up pictures of bruising, wounds, tool mark impressions etc. for usage in trials as the current camera has distorted pixilation in the photos. This is an argument that comes up in court with the accuracy and a “true depiction” of what was photographed.

Houston submitted a quote from Adorama on a mid-range camera, speed lite, tripod, and macro lens that was recommended by crime labs for a total of \$1,501.82. If approved, Houston recommended allocated the expenditure to line item 10-210-7360.

Brian Silcott added that the purchase was also recommended by the District Attorney’s office.

**MOTION:** Councilmember *Applegate* moved to authorize the purchase of the camera and related items as presented. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

### **CODE REVIEW – JUNKED MOTOR VEHICLES**

Justin Givens, Community Development Director stated that as part of the Clean Sweep Initiative, September’s focus is on Junked Motor Vehicles. Article 4 Junked Motor Vehicles on Private Property of Chapter 8 Health and Welfare was codified in 2001. The language is based on League of Kansas Municipalities model code. It incorporates state law into an enforceable mechanism to remove junked motor vehicles from private property.

Givens stated a junked motor vehicle (JMV) is defined as any motor vehicle which is not currently registered or tagged pursuant to K.S.A. 8-126 to 8-149 inclusive, as amended; or parked in violation of city ordinance; or incapable of moving under its own power; or in a junked, wrecked or inoperable condition.

Givens explained the process of enforcing JMV regulations, which is similar to all Code Violations that are not an immediate hazard. Staff will send a letter stating the violation and asking the person to abate the condition. If the nuisance continues, staff will issue another formal notice (via registered mail or in person) giving the property owner 10 days to abate the conditions or request a hearing before the governing body. If they fail to comply staff may issue a UCC at which point the matter will be turned over to city prosecutors. The penalty for failure to comply is up to 30 days in jail and a fine up to \$100. Givens added that every day the nuisance exists constitutes a separate offense. The city may as an

alternative to or in addition to penalties, abate the conditions creating the nuisance and apply any costs associated to the property owner.

### **PRINTING AND BILLING RFP**

Kyler Ludwig, Assistant to the City Administrator stated that the City of Goddard has been using the same contract with Peregrine Services for billing and printing since 2007. The City currently prints out just under 1,800 regular bills, and 300 late notices. The City's monthly newsletter is also included in our printing services.

Ludwig said it is common practice to reevaluate printing and mailing service contracts every 5-7 years. Ludwig submitted a proposed request for proposals (RFP) which takes into account the vendors ability to respond quickly to City needs, consumer confidentiality, price, experience, references from other municipal customers, and the vendor's ability to meet our demands. Information will also be provided on security measures taken by each firm, and their disaster recovery plans.

Ludwig stated, if approved by council, the RFP would be sent out the week of 9/1/2014 to the list of vendors provided and information will be posted online for additional vendors to submit bids. Bids would be due on 10/1/2014, and staff would review the bids in advance of the council meeting on 10/6/2014. Work with the approved vendor would begin on the 12/1/2014 utility bill. Staff would need to notify Peregrine Services of the intention to bid for services. Peregrine requires 60 days notice under our current contract before cancellation.

Councilmember Hahn stated that in the future when there is sufficient manpower it might be more cost effective to print and bill in house. Councilmember Blubaugh requested that City Staff prepare a proposal for printing and billing in house. The City Council discussed various ways to save money on printing and billing.

**MOTION:** Councilmember *Zimmerman* moved to authorize staff to send out the request for proposal for printing and billing as presented. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

### **STANDARD TRAFFIC ORDINANCE 2014**

Brian Silcott stated the City of Goddard annually adopts revisions to the Standard Traffic Ordinance (STO), which is published annually by the League of Kansas Municipalities (LKM). The STO is a uniform code derived from Kansas statutes and includes local amendments pertinent to traffic laws adopted by the City Council each year. The proposed ordinance includes only local amendments previously approved by the governing body. The City Prosecutor, the Chief of Police, and the City Administrator have reviewed the STO, and all reviewing persons recommend adoption. The 2013 edition of the STO was adopted on August 19, 2013.

Silcott said the proposed ordinance would adopt the 2014 Edition of the STO. The amendments included in the proposed ordinance would maintain the City of Goddard's compliance with applicable Kansas statutes while addressing local concerns. Several changes have been incorporated into the 2014 Standard Traffic Ordinance.

Thereupon, an Ordinance was presented entitled:

**AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF GODDARD, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," EDITION 2014, WITH CERTAIN CHANGES AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; PROVIDING CERTAIN PENALTIES; AND REPEALING ORDINANCE NUMBER 745, AND ALL OTHER CONFLICTING ORDINANCES.**

**MOTION:** Councilmember *Zimmerman* moved to waive the reading of the ordinance. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

**MOTION:** Councilmember *Applegate* moved to adopt said ordinance. Councilmember *Blubaugh* seconded the motion.

- **Roll Call Vote:**

Zimmerman-Yes, Applegate-Yes Torske-Yes, Hahn- yes, Blubaugh-Yes

Thereupon, the Council President declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance 757. The Ordinance was directed to be published one time in the official newspaper of the City.

### **UNIFORM PUBLIC OFFENSE CODE 2014**

Brian Silcott stated the City of Goddard annually adopts revisions to the Uniform Public Offense Code (UPOC), which is published annually by the League of Kansas Municipalities (LKM). The UPOC is a uniform code derived from Kansas statutes and includes local amendments adopted by the City Council each year. The proposed ordinance includes only local amendments previously approved by the governing body. The City Prosecutor, the Chief of Police, and the City Administrator have reviewed the UPOC, and all reviewing persons recommend adoption. The 2013 edition of the UPOC was adopted on August 19<sup>th</sup>, 2013.

Silcott said the proposed ordinance would adopt the 2014 Edition of the UPOC. The amendments included in the proposed ordinance would maintain the City of Goddard's compliance with applicable Kansas statutes while addressing local concerns. Several changes have been incorporated into the 2014 Uniform Public Offense Code.

Thereupon, an Ordinance was presented entitled:

**AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF GODDARD, KANSAS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES," EDITION 2014, WITH CERTAIN CHANGES AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; AND REPEALING ORDINANCE NUMBER 746, AND ALL OTHER CONFLICTING ORDINANCES.**

**MOTION:** Councilmember *Blubaugh* moved to waive the reading of the ordinance. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

**MOTION:** Councilmember *Zimmerman* moved to adopt said ordinance. Councilmember *Blubaugh* seconded the motion.

- **Roll Call Vote:**

Zimmerman-Yes, Applegate-Yes, Torske-Yes, Hahn- yes, Blubaugh-Yes

Thereupon, the Council President Joe Torske declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance 758. The Ordinance was directed to be published one time in the official newspaper of the City.

### **WASTEWATER TREATMENT PLANT CLARIFIER EFFLUENT LEAK**

Tylor Struckman provided a basin configuration map to help explain sides A and B of the Wastewater Treatment Plant (WWTP). Struckman stated that during repairs to the basins in Side B staff discovered the crack in the clarifier effluent pipe. After excavation of the 8-inch 40 PVC pipe, it was found to have a large break in the pipe at the 90<sup>0</sup> elbow. Struckman said to be proactive staff also excavated the clarifier effluent pipe on Side A of the basins and discovered there was a leak at the junction of the 90<sup>0</sup> elbow and the pipe that goes vertically into the ground.

Struckman stated that due to the water leaking from Side A not being completely filtered; staff contacted KDHE to let them know that we were leaching unfiltered water into the ground. Staff temporary fixed the leak and notified KDHE of the temporary fix and they approved the temporary fix until the repairs can be made.

Staff contacted Utility Contractors Inc. (UCI) to look at the leaks and the best way to repair them. It was determined that replacing the Schedule 40 PVC with Ductile Iron Pipe is the best way to repair the leaks as the Ductile Iron Pipe has much more strength than the Schedule 40 PVC. Struckman said the total cost for repairs to both Side A and B is \$4,750. Struckman recommended a 10% contingency for any unforeseen circumstances. Total project budget would be \$5,225 and allocated to Sewer Utility-Treatment and Processing-Repair and Maintenance of Utility Infrastructure, (30-860-6150).

**MOTION:** Councilmember *Zimmerman* moved to authorize the repairs to the clarifier pipes on side A and B as presented. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

### **CITY ADMINISTRATORS REPORT**

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the week of September 1<sup>st</sup>  
Date: September 2, 2014

Honorable Mayor and City Council;

Below is a highlight of items of note for the week of September 1<sup>st</sup> through September 8<sup>th</sup>.

**STAR Bond:** Staff plans to present an ordinance for the STAR Bond which authorizes the issuance and execution of bond documents at the September 15<sup>th</sup> regular meeting.

**STAR Bond Zoning:** The Planning Commission will meet in a special meeting to conduct a public hearing for the creation of a CID on September 18<sup>th</sup> at 7pm. The City Council will take action on the zoning at the October 6<sup>th</sup> regular meeting.

**Governing Body Retreat:** Dr. John Nalbandian has agreed to facilitate the retreat, which will focus on the effective partnership between elected officials and staff, expectations and obligations between the city council and staff to implement good policy and governance, planning & goal setting. The session

will run between 9 am and 4pm with a working lunch. The dates available are all Saturday's. October 18<sup>th</sup>, October 25<sup>th</sup>, and November 1<sup>st</sup>. Please check your calendars, as we need to nail a date as soon as possible. Dr. Nalbandian has served as a City Councilor and Mayor for the City of Lawrence. He has a worldwide reputation as a professor of public administration.

Traffic Impact Study RFQ: The Traffic RFQ will be distributed to at least three engineering firms the second week of September.

Accessibility Signage: In an effort to modernize and present a more active lifestyle for Goddard residents and our visitors. Staff will present a new sign to replace current handicap signage. The cost is less than \$300 and will need to occur to meet reflectivity standards. If adopted, Goddard would be the first City in the nation to fully implement the new signs. Merriam, Kansas has adopted the new standard while Lawrence and Olathe are currently considering the matter. Kansas City (Mo), New York City, and the State of New York have all adopted the new standard but have not fully implemented the new signage.



Wastewater Treatment Facility Storage: Staff will present options for the placement/construction of a storage building to protect chemicals from the weather. These chemicals must be kept above freezing to be effective in plant operations.

LKM Delegates: The City will need to appoint two delegates to the League of Kansas Municipalities meeting. This item will occur at the September 15<sup>th</sup> meeting. If you are interested in attending the meeting in Wichita from October 11<sup>th</sup> through the 13<sup>th</sup> please see City Clerk Teri Laymon.

Interest Rate Return: Last meeting (08.18.2014) Staff was asked about interest rates. The following is the list of institutions and their rates: Bank of the West (checking) 0.32%, Bank of the West (money market) 0.19%, Emprise (checking) 0.01%, Emprise (money market) 0.01%, Commerce Bank (money market) 0.01%, First National Bank of Hutchinson 0.01%, Kansas Municipal Investment Pool 0.02%.

Respectfully Submitted,

*Brian*

Brian W. Silcott,  
City Administrator

### **GOVERNING BODY COMMENTS**

**Councilmember Zimmerman** asked why an old police car is at the maintenance barn. He was informed that the vehicle is currently listed on Purple Wave to be sold at auction.

### **ADJOURNMENT**

**MOTION:** Councilmember *Applegate* moved to adjourn the regular meeting. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

*Meeting adjourned at 8:15 p.m.  
Teri Laymon, City Clerk*